



PO Box 1759, Richland, WA 99352

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GRANT PROPOSAL GUIDELINES

The Richland Education Foundation is interested in strong educational programs initiated in the Richland School District that demonstrate innovative and creative ways to meet students' needs and increase motivation to learn.

The mission of the Foundation is:

To provide a conduit for contributions that enhances the learning environment and community support for public education.

The Foundation has four goals:

1. Serve as an advocate for the positive development of students.
2. Facilitate efforts to better access support from the community and other private sources.
3. Advance educational endeavors of the School District through donations to supplement the district's revenue.
4. Build confidence in public education.

Grant Program

The Richland Education Foundation favors programs with budgets up to \$2,500 to \$3,000, but recognizes there may be special needs. Proposals beyond this scope will be considered on a limited basis.

The Foundation **does not fund** salaries, stipends or transportation.

To encourage innovation, the Foundation has sought not to provide an application form for proposals. Please limit to no more than three pages, with additional information as attachments.

Who May Apply

Applicants are not restricted to teachers or school administrators; anyone may apply including students, parents, school organizations and other supporters.

Information to be included in Grant Proposals

A. Contact Information:

- Name of Requester, Title, Position, or Affiliation
- Name of School
- Full Address
- Telephone Number
- E-mail address

The individual(s) who will implement the proposed project should be identified. Some indication of their experience or interest in the proposed project is valuable information.

B. Statement of Need and Description

Each proposal should address high priority needs that are not funded through other sources. Some assessment of the unavailability of funding would be valuable.

C. The goal of the proposed program and how it relates to learning objectives

What the program seeks to achieve, the significance of the program and its potential to influence curriculum, teaching methods, etc. are the major objectives that should be communicated in the proposal. The goal should be correlated with the amount of the request. That is, if a grant is to provide value-added to an existing program, then its goal is the incremental benefit. Please include the projected duration of your proposal and whether there are plans for it to continue.

You should also include the number of students involved or served by this project and their grade levels.

D. How the goal will be achieved

The plan for executing the program should be included. This provides an indication that a proposal is realistic and executable. The Foundation seeks to ensure success of each program that it funds and evaluate how well it meets its goals. It is recommended that key activities be identified with scheduled review (milestone) points as appropriate so that progress and completion can be assessed.

C. Itemized Budget (Total Funds Requested)

A budget should be provided at a level of detail that adequately supports the plan of work. Please prioritize your plan of work and include information on how your plan of work would be implemented if awarded partial funding. *Please include any necessary expenses within your budget, i.e. tax, shipping and handling fees.* If appropriate, a cost/benefit can be provided.

Before submittal, coordinate technology pricing with Mike Leseberg, RSD Director of Information Systems, mike.leseberg@rsd.edu.

D. Project Support

To assure that the project is supportive of the goals of your building, the application should include a sign-off by the principal or other school administrators. You also may provide indication of the level of support that exists for the proposed project. For example, do other teachers stand behind the idea? Who should the Foundation contact to assess the acceptance of the project?

Grant Evaluation

Each proposal should, of course, support one or more of the Foundation's objectives. It is noted that the Foundation can also accommodate individual objectives.

Possible areas of the Foundation seek to evaluate include:

Active Involvement - Is there a high degree of active student involvement taking place?

Leverage - How well does the proposed project gain its benefits versus the cost? Is there the greatest possible student involvement to maximize return on investment?

Student Outreach - How many students benefit? What sector or specific needs or shortcomings will be met?

Direction - Do the benefactors of the proposed project have a general need or do they represent some special interest?

Lifetime - What are the long-term effects of the project, beyond its implementation? Does the project, if successful imply a future funding obligation?

Duplicity - Does the program duplicate or parallel any other ongoing programs? Are there other funding sources or volunteer support available? Is it in conflict or does it compete with ongoing programs?

Essential Academic Learning Requirements - Does the proposal address the requirements recognized by Washington State Commission on Student Learning?

The Foundation may wish to call for presentations from applicants as part of its deliberations. It may also wish to negotiate with applicants on the proposed scope or budget for projects in order for it to recommend partial funding or a subset of proposed activities.